



Terms of Use and Consent to Electronic Delivery of Tax Forms

1. Electronic Delivery of Tax Forms

By selecting "I Accept" below you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and Griffiss Institute Inc. (hereafter referred to as "Company".)

Under this Consent, Company will provide all year-end tax forms including but not limited to W-2s, 1095s, and 1099s to you in an electronic format. If you do not grant consent you will receive all applicable year-end tax forms in paper format. Acceptance of electronic delivery is applicable for year-end tax forms issued after the date of acceptance and every year thereafter unless consent is subsequently withdrawn.

2. System Requirements

To access and retain the electronic delivery of tax forms, you will need the following:

- A computer or mobile device with Internet or mobile connectivity.
- For website-based Communications, a current web browser that includes 128-bit encryption. Minimum recommended browser standards are Microsoft Internet Explorer version 8.0 and above (see www.microsoft.com/ie for current version), Mozilla Firefox current version (see www.mozilla.com for current version), Apple Safari current version (see www.apple.com/safari for current version), or Chrome current version (see www.google.com/chrome for current version). The browser must have cookies enabled.
- For application-based Communications, a mobile phone operating system that supports text messaging, downloads, and applications from the Apple App Store or Google Play store.
- Access to the email address used to create an account for Company access.
- Sufficient storage space to save Communications and/or a printer to print them.

3. Paper Delivery of Year End Tax Forms

You have the right to receive year-end tax forms in paper form. To request a paper copy of any year-end tax form, please email Lori Dellerba, ldellerba@griffissinstitute.org and specify which form you would like to receive a paper copy. Request for a paper copy does not withdraw your consent for any future delivery of year-end tax forms.

4. Withdrawal of Consent to Electronic Delivery

You may withdraw your consent to receive electronic delivery of year-end tax forms at any time, by submitting this form and selecting "I Decline" as your consent option and submitting it to <http://www.griffissinstitute.org/iddocumentsubmission>. Any withdrawal of your consent will be effective after a reasonable period of time for processing your request and confirmation by Company in writing or via email. Withdrawal does not apply to previously issued year-end tax forms.

5. Updating Your Email Address

You can change your email address which is used by Company to communicate electronically by submitting an email to Lori Dellerba, ldellerba@griffissinstitute.org. To update the email used for electronic delivery of your year-end tax forms you must submit an updated version of this form to our submission portal: <http://www.griffissinstitute.org/documentsubmission>.

6. Conditions Affecting Electronic Communications

Circumstances under which electronic conditions no longer make it feasible to provide year-end tax forms electronically may give rise to Company providing year-end tax forms in paper form. It is at the Company's sole discretion to determine the method of distribution for year-end tax forms in other circumstances where electronic delivery is no longer feasible, provided Company adheres to the Terms of Use. Should such a condition arise, you will be notified by Company via email to the email address provided on this form.

Your Consent: After carefully reading these Terms of Use and Consent to Electronic Delivery of Tax Forms please indicate your understanding and acceptance by checking one of the following boxes:

- "I Accept" indicating your acceptance of the Terms of Use and Consent to Electronic Delivery of Tax Forms.
- "I Decline" indicating that you do not accept the Terms of Use and Consent to Electronic Delivery of Tax Forms.

Email address for delivery of year-end tax forms: _____

Signed:

Signature

Printed Name

Date